

REPORTS INVENTORY						CONTROL NO.									
PREPARE IN DUPLICATE															
1. TITLE OF REPORT (if a fill-in report include Form No.)					2. TYPE OF REPORT										
TDY Foreign Travel Report					<input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING										
					3. FUNCTIONAL AREA <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>PERSONNEL</td> <td>TRAINING</td> <td rowspan="3"><input checked="" type="checkbox"/></td> <td rowspan="3">ADMIN. GENERAL OTHER (specify)</td> </tr> <tr> <td>LOGISTICS</td> <td>SECURITY</td> </tr> <tr> <td>MEDICAL</td> <td>FINANCE</td> </tr> </table>			PERSONNEL	TRAINING	<input checked="" type="checkbox"/>	ADMIN. GENERAL OTHER (specify)	LOGISTICS	SECURITY	MEDICAL	FINANCE
					PERSONNEL	TRAINING	<input checked="" type="checkbox"/>	ADMIN. GENERAL OTHER (specify)							
LOGISTICS	SECURITY														
MEDICAL	FINANCE														
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)		6. DISTRIBUTION (No. of components not number of copies)											
3		Semi-Annual		2											
7. FORMAT (memorandum, form computer print-out, etc)		8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT										
Memorandum		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>YES</td> <td rowspan="2">IF YES GIVE ADP PROCESSING NO.</td> </tr> <tr> <td><input checked="" type="checkbox"/> NO</td> </tr> </table>			YES	IF YES GIVE ADP PROCESSING NO.	<input checked="" type="checkbox"/> NO	SSA/DDS Requirement							
YES	IF YES GIVE ADP PROCESSING NO.														
<input checked="" type="checkbox"/> NO															
10. PREPARING COMPONENT (include lowest level contributing information to report)				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)											
B&F/OSP															
12. COST FACTORS															
A. MANUAL PREPARATION AND REVIEW COSTS															
GRADE	HOURLY RATE	<input checked="" type="checkbox"/>	HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/>	TIMES PREPARED = COST PER YEAR								
B. COSTS OF COMPUTER PRODUCED REPORTS															
TOTAL COSTS PER YEAR						\$ 300.00									
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.															

This report is OSP's input to the DD/S&T report.